

**Virginia Indigent Defense Commission**  
**Arlington Public Defender Office**  
**Investigator I**  
**Starting Salary: \$41,132**

The Virginia Indigent Defense Commission (VIDC) is now accepting applications for the position of Investigator I in the Arlington Public Defender's Office. The Arlington Office is seeking a self-motivated individual to perform investigative work for public defense cases. The VIDC is committed to providing quality legal services for indigent defendants charged with criminal offenses. The Investigator I reports to the Public Defender of the Arlington Office and is employed at will.

**Duties:**

This position is responsible for gathering documents, taking photographs and measurements, serving subpoenas and any other necessary steps resulting in a thorough investigation. Other additional duties include conducting interviews of all relevant witnesses and defendants to gain relevant information aiding in the preparation of cases and will appear in court as needed. The position is required to have close interaction and build rapport with members of the public defender team.

**Qualifications:**

General experience consistent with knowledge of investigative techniques, procedures, the criminal justice system and court proceedings. The ability to develop and maintain effective time management and organizational skills necessary to work within in time constraints and independently. Other necessary skills will include but not be limited to, use of Microsoft Office products and internet research tools. The desired candidate will have prior experience in Investigations or Law Enforcement. Some college education is preferred. Fluency in Spanish is a plus.

**How to Apply:**

Applicants should submit a state application, resume, cover letter and references to: Public Defenders Office for the County of Arlington and the City of Falls Church, Attn: Vanessa Hicks, 2300 Clarendon Boulevard, Suite 201 Arlington, VA 22201. Applications may also be sent via email to [vhicks@idc.virginia.gov](mailto:vhicks@idc.virginia.gov). State applications may be downloaded at [www.indigentdefense.virginia.gov](http://www.indigentdefense.virginia.gov)

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